

Year End Web Survey

DOCUMENTATION

March 5, 2007

Business and Financial Services Division
Utah State Office of Education

Introduction

The Year End Web Survey at <http://www.schools.utah.gov/s3> is used to collect data that are only required in district or school level aggregates. The survey comprises five miscellaneous forms or reports. The reports are due **July 16, 2007, for the prior (2006-07) school year**. Questions about specific reports should be directed to the person identified in the CONTACT statement of the relevant section. In this document, the acronym "LEA" means local education agency and includes both school districts and charter schools.

Logon

To enter data into any report, you must first log on to the system. To do this, you must submit four pieces of information:

- The **school year** for which reports will be updated (or viewed)
- Your **first name** and **last name**. (The system will save this as the last person to have updated data for the district.)
- The **LEA's name**.
- The **LEA's password**. This password is the same one used to download AFR/APR files and is the same as last year. If you do not know the password, please contact Shaunna Ford @ 801-538-7672 for assistance.

Please note that the application will log you out after 30 minutes of inactivity, and, at that point, any changes that have not been saved will be lost.

1. Classified Personnel

CONTACT: Emily Eyre @ 801-538-7671

The Classified Personnel Report been simplified to a single page comprising only simple counts. Breakdowns by ethnicity and gender have been eliminated as there is no mandate or clear use for them. The following two rules should be observed in determining the counts:

- $FTE = (\text{work hours plus paid leave for pay period}) \div (8 \text{ hours per day multiplied by the numbers of weekdays in the pay period})$
- The preceding formula should be applied to every classified employee based on the first pay period in April.

Data cannot be entered directly into the cells on this page, but by clicking on the links at the left you can retrieve pop up forms, which can then be used to modify data in the rows of this table. Rows representing positions for which your district has not employed anyone may be left blank. The Chart of Accounts which governs the organization of this page has not changed from last year.

2. Driver Education

CONTACT: Shaunna Ford @ 801-538-7672

Last year, the Driver Education Report was simplified to five pieces of data to focus strictly on the data that are required to allocate Automobile Driver Education Tax Account funds by September 2. This year, two additional pieces of data have been added to meet statutory reporting requirements (*Utah Code 53A-13-202*): “How many of the students who completed driver education did not receive a passing grade?” — with two response cells, for “course work” and “behind the wheel” students, respectively. The required data is summarized in the following table:

Type of Instruction	Completed & Fee Paid	Completed & Fee Waived	Completed but Did NOT Receive a Passing Grade
Classroom			
Behind the Wheel			

The “total amount (rounded to the nearest whole dollar) of the fee charged to a student who enrolls in driver education” is collected in a separate cell. School age private school students and adult students who are simultaneously enrolled in an adult education program leading to high school diploma may also be included in the counts.

3. Fee Waivers

CONTACT: Shaunna Ford @ 801-538-7672

The list of schools is based on the Schools table in the Cactus database as of the date you log on and is arranged in ascending order by the official school number. Four pieces of data are requested for each school:

- Total amount of fees charged (collected) in whole dollars ◀ *New data requirement*
- Total amount of fees waived in whole dollars
- Total number of students for whom fees were waived
- Total number of students who worked in lieu of a fee waiver

The goal in collecting this data is to meet U-PASS school accountability reporting requirement, to inform the legislature regarding the financial impact of state fee waiver policy, and to comply with the injunction Doe vs. Utah State Board of Education (Finance Committee, 2-7-2007 meeting, Item 7), to collect “fees charged” (not just “fees waived”) by school.

4. Home Schooling

CONTACT: Shaunna Ford @ 801-538-7672

Districts are asked for a single piece of data: “How many school age minors were excused from public school attendance for home schooling by the local board of education in accordance with Utah Code 53A-11-102 during the 2006-07 school year?” ◀ *New wording* (This report is requested only of districts, since charter schools do not have any geographic jurisdiction over which they are expected to enforce compulsory school attendance laws and, consequently, have no authority to exempt a student from public schooling for any reason.) The goal in collecting this data is to produce a reliable estimate of the extent of home schooling in Utah.

5. Teacher Benefits

CONTACT: Emily Eyre @ 801-538-7671

The average salary of classroom teachers is automatically calculated from the Cactus database as of June 30, which is why some of the cells are not activated until July 1. Here are instructions for determining the benefits in each category, which have not changed from last year:

- **Social Security**
Fixed: $.0765 * \text{Average Salary}$
- **Retirement**
Default: $.1572 \blacktriangleleft \text{Updated figure} * \text{Average Salary}$, for all school districts except Murray ($.1672 \blacktriangleleft \text{Updated figure}$) and Salt Lake ($.1622 \blacktriangleleft \text{Updated figure}$), for which the figures in parentheses are used.
Option: LEA may override default by manual entry of another value.
Constraints: [1] If school district, value must be equal to or greater than the default value; [2] If charter school value may be 0.
- **Unemployment Insurance**
Default: [blank] $\blacktriangleleft \text{Removed estimate of average}$
Option: LEA may override default by manual entry of another value, including 0.
- **Industrial Insurance (Worker's Compensation)**
Default: [blank]
Definition: Value should be the actual amount of the portion of the premium paid by the LEA for an employee.
Constraint: LEA *must* enter a value greater than 0.
- **Long Term Disability**
Default: 0
Definition: Value should be the actual amount of the portion of the premium paid by the LEA for an employee.
Option: Charter school *may* override default by manual entry of another value.
Constraint: School district *must* enter a value greater than 0.
- **Health Insurance, Dental Insurance, Life Insurance**
Default: 0
Definition: Value should be the actual amount of the portion of the premium paid by the LEA for family coverage for an employee.
Option: LEA may override default by manual entry of another value.
Warning: When user exits the page, if value is 0, confirmation that 0 is correct value will be requested.

Finalize

The "check data" button applies rules to the data you have submitted to ensure that it meets minimal standards for completeness and accuracy. If any errors are discovered, they will have to be corrected before the data can be finalized. Once you finalize data for the year, it cannot be changed. If you discover any errors after you have finalized, please notify the person identified as the contact for the report.